

### Position Summary

Under the general supervision of the Director of the Bureau of Housing, located in the Department of Administration – Division of Energy, Housing and Community Resources, this position is responsible for management and supervision of the Affordable Housing Section. This Section includes the Community Development Block Grants HOME Homebuyer and Rehabilitation and Rental Housing Development Programs, the Housing Cost Reduction Initiative (HCRI) and the Neighborhood Stabilization Program (NSP). This position manages the planning and implementation of policy and procedural changes related to new initiatives in the Affordable Housing Section. This position is responsible for grant monitoring and oversees compliance evaluations related to the Affordable Housing Section programs in Wisconsin. This position is responsible for ensuring consistency in the interpretation and administration of comprehensive and complex programs across all counties of the State and between service provider groups and agencies. This position is responsible for the supervision of staff, managing workloads and assessing the sections effectiveness as it relates to federal requirements mandated by Housing and Urban Development (HUD).

### TIME % GOALS AND WORKER ACTIVITIES

40% A. Provide supervision and management oversight to the Affordable Housing Section of the Bureau of Housing.

A1. Manage and supervise timely policy analysis and development of policies related to the Wisconsin Division of Energy, Housing and Community Resources Bureau of Housing.

A2. Manage and supervise program planning and implementation of changes to state and federal legislation and regulations as they pertain to housing regulations ensuring that accurate program and policy information is being conveyed to General Units of Local Government/grantees

A3. Manage and supervise the development of new statutory provisions and administrative rules related to housing policies. This includes management of federally required review of the housing guidelines and subsequent changes to the administrative rule.

A4. Manage and supervise the development and maintenance of a program evaluation and monitoring processes for review of Wisconsin's policies and procedures through a case review process and as required by the federal Housing and Urban Development (HUD).

A5. Manage and supervise implementation and compliance with terms of federal Housing grants and awards.

A6. Analyze program questions and topics to identify operational issues which indicate further training needs of grantees and identify potential housing programs reform.

A7. Develop and oversee processes of the staff providing program, policy, and procedure information to grantees.

A8. Assist in maintenance of the federally required Consolidated Annual Performance and Evaluation Report Plan (ICAPER) including updates required from changes in policy procedures, statutes and administrative rules.

- 25% B. Supervise and interact with all staff in a manner that promotes DOA Division of Energy, Housing and Community Resources Bureau personnel policies.
- B1. Develop employee objectives, conduct annual performance evaluations documents in partnership with each staff member. Provide regular feedback to employees for positive performance, counsel and guide staff.
- B2. Review position descriptions, interview and make recommendations to hire, transfer, promote, discharge, reward, or discipline employees dismissals for compliance with established affirmative action standards and rules.
- B3. Review hiring and selection procedures to assure fairness and equitable treatment for all applicants.
- B4. Manage staff workload in accordance with housing programs priorities and allocate resources accordingly.
- B5. Participate as the job expert in the development of recruitment and examination strategies as part of the staffing process.
- B6. Represent the Bureau of Housing in the investigation and resolution of division grievances to ensure proper grievance steps are taken.
- B7. Establish and maintain a work environment that fosters information sharing and facilitates problem resolution within the bureau and assures fair and equitable treatment of staff, is a priority.
- B8. Ensure that employees are aware of the Employee Assistance Program (EAP) and refer employees as appropriate.
- B9. Orient employees on the provisions of the office's emergency action plan, building security, safety, and work rules and standards. Maintain a harassment free work place. Enforce departmental rules and standards.
- 20% C. Develop and maintain a cooperative working relationship with the grantee network, including local units of government and court officials, the Legislature, other state agencies, and other private and public groups.
- C1. Solicit and encourage input from grantees relative to policy development, implementation, or changes.
- C2. Respond to requests from grantees for interpretation and application of housing policies, rules and procedures.
- C3. Maintain a network between local units of government and the state and dealing with and resolving procedural issues involving policy interpretation.
- C4. Oversee the process to communicate new policy interpretations and instructions as they occur because of revisions to federal and state housing, rules and procedures.

- 10% D. Participate on the Division of Energy, Housing and Community Resources Bureau and Division of and Bureau of Housing management teams.
- D1. Coordinate the work of the section with the work of the total bureau.
- D2. Develop short- and long-range goals for the section in conformance with bureau goals and work plans.
- D3. Establish and advocate for fiscal and human resource needs of the section.
- D4. Design and implement program evaluation plans to track and measure the performance of the work units of the section.
- D5. Establish and maintain a work environment within this section, which fosters information sharing and facilitates problem resolution within the bureau.
- D6. Assess and provide resources to meet training and development needs of program staff.
- D7. Represent the Department and Bureau before interested public and private organizations, and other group settings to explain the housing programs, policies and procedures.
- 5% E. Perform other duties as assigned.

#### KNOWLEDGE, ABILITIES, & SKILLS

- Extensive knowledge of the direction, policy, and procedures governing housing programs.
- Knowledge of federal and State law relating to program planning, implementation and policy development.
- Ability to assist in developing and implementing policies and procedures based on legislative or other change.
- Ability to analyze and evaluate policies, procedures, and systems for effectiveness Analytical/problem solving skills
- Knowledge of general functions and relationships between Departmental units and between DOA and other State departments relative to planning and implementation of housing programs and legislation.
- Excellent verbal and written communication skills.
- Knowledge of supervisory techniques, processes, and procedures in State service.
- Knowledge of the State planning and budgetary process and Mathematical skills.
- Knowledge of methods to establish working relationships with a variety of individuals at different organizational levels, such as managers, peers, employees from other divisions and agencies, etc. (customer service)
- Knowledge of dispute resolution techniques
- Knowledge of the policies and procedures for analyzing law changes
- Knowledge of automated system development and testing practices
- Ability to provide technical assistance and consultation relative to issues/problems or concerns that may arise.
- Ability to organize and handle multiple tasks simultaneously
- Ability to work as part of a team, with both internal and external stakeholders, staff and management.